

Request For A Rotating Physician Or Chiropractor

State of Nevada - Department of Business and Industry - Division of Industrial Relations - Workers' Compensation Section
Fax: 702-486-8713 Email Questions to MedUnit@dir.nv.gov

Body Part Code

Injury Side

Body Part Codes

Code	Name	Category	Narrative
0010	Multiple Head injury	Head	Any combination of below parts
0011	Skull	Head	
0012	Brain	Head	
0013	Ear(s)	Head	Includes hearing, inside eardrum
013A	Ear(s)	Head	Total deafness of both ears
013B	Ear(s)	Head	Total deafness of one ear
013C	Ear(s)	Head	Where worker prior to injury has suffered a total loss of hearing in one ear, and as a result of the accident loses total hearing in remaining ear
0014	Eye(s)	Head	Includes Optic nerves, vision, eye lids
014A	Eye(s)	Head	The loss of eye by enucleation (including disfigurement resulting therefrom)
014B	Eye(s)	Head	Total blindness in one eye
014C	Eye(s)	Head	Total blindness in both eyes
0015	Nose	Head	Includes nasal passage, sinus, sense of smell
0016	Teeth	Head	
0017	Mouth	Head	Includes lips, tongue, throat, taste
0018	Soft Tissue of head	Head	
0019	Facial Bones	Head	Includes jaw
0020	Multiple neck injury	Neck	
0021	Vertebrae	Neck	Includes cervical segment of spinal column
0022	Disc	Neck	Includes cervical segment of spinal column cartilage
0023	Spinal column	Neck	Includes cervical segment nerve tissue
0024	Larynx	Neck	Includes cervical segment cartilage and vocal cords
0025	Soft Tissue of neck	Neck	Other than larynx or trachea
0026	Trachea	Neck	
0030	Multiple upper extremities	Upper extremities	
0031	Upper arm	Upper extremities	
0032	Elbow	Upper extremities	
0033	Lower Arm	Upper extremities	Forearm
0034	Wrist	Upper extremities	
0035	Hand	Upper extremities	

0036	Finger(s)	Upper extremities	
036A	Finger(s)	Upper extremities	The loss of in index finger and metacarpal bone thereof
036B	Finger(s)	Upper extremities	The loss of an index finger at the proximal joint
036C	Finger(s)	Upper extremities	The loss of an index finger at the second joint
036D	Finger(s)	Upper extremities	The loss of an index finger at the distal joint
036E	Finger(s)	Upper extremities	The loss of a second finger and metacarpal bone thereof
036F	Finger(s)	Upper extremities	The loss of a middle finger at the proximal joint
036G	Finger(s)	Upper extremities	The loss of a middle finger at the second joint
036H	Finger(s)	Upper extremities	The loss of a middle finger at the distal joint
036I	Finger(s)	Upper extremities	The loss of a third ring finger and metacarpal bone thereof
036J	Finger(s)	Upper extremities	The loss of a ring finger at the proximal joint
036K	Finger(s)	Upper extremities	The loss of a ring finger at the second joint
036L	Finger(s)	Upper extremities	The loss of a ring finger at the distal joint
036M	Finger(s)	Upper extremities	The loss of a little finger and the metacarpal bone thereof
036N	Finger(s)	Upper extremities	The loss of a little finger at the proximal joint
036O	Finger(s)	Upper extremities	The loss of a little finger at the second joint
036P	Finger(s)	Upper extremities	The loss of a little finger at the distal joint
0037	Thumb	Upper extremities	
037A	Thumb	Upper extremities	The loss of a thumb and metacarpal bone thereof
037B	Thumb	Upper extremities	The loss of a thumb at the proximal joint
037C	Thumb	Upper extremities	The loss of a thumb at the second or distal joint
0038	Shoulder(s)	Upper extremities	Includes armpit, rotator cuff, trapezius, clavicle, scapula
0039	Wrist(s) & Hand(s)	Upper extremities	
0040	Multiple Trunk	Trunk	
0041	Upper Back	Trunk	Thoracic Area. Upper back muscles, excluding vertebrae, disc, spinal cord
0042	Lower Back	Trunk	Lumbar and Lumbo Sacral areas. Lower back muscles, excluding sacrum, coccyx, pelvis, vertebrae, disc, spinal cord
0043	Disc	Trunk	Spinal column cartilage other than cervical segment
0044	Chest	Trunk	Including ribs, sternum, soft tissue
0045	Sacrum and Coccyx	Trunk	Final nine vertebrae-fused
0046	Pelvis	Trunk	
0047	Spinal Cord	Trunk	Nerve tissue other than cervical segment
0048	Internal organs	Trunk	Other than heart and lungs

0049	Heart	Trunk	
0060	Lungs	Trunk	
0061	Abdomen, groin	Trunk	Excluding injury to internal organs
0062	Buttocks	Trunk	Soft tissue
0063	Lumbar or sacral vertebrae	Trunk	Bone portion of the spinal column
0050	Multiple Lower Extremities	Lower Extremities	Any combination of below parts
0051	Hip	Lower Extremities	
0052	Upper Leg	Lower Extremities	Femur and corresponding muscles
0053	Knee	Lower Extremities	Patella
0054	Lower Leg	Lower Extremities	Tibia, fibula and corresponding muscles
0055	Ankle	Lower Extremities	Tarsals
0056	Foot	Lower Extremities	Metatarsals, heel, Achilles tendon and corresponding muscles - excluding ankle or toes
0057	Toes	Lower Extremities	Excluding great toe
057A	Toes	Lower Extremities	Little toe metatarsal bone
057B	Toes	Lower Extremities	Little toe at distal joint
057C	Toes	Lower Extremities	The loss of any other toe with the metatarsal bone thereof
057D	Toes	Lower Extremities	The loss of any other toe at the proximal joint
057E	Toes	Lower Extremities	Other toe at middle joint
057F	Toes	Lower Extremities	The loss of any other toe at the second or distal joint
057G	Toes	Lower Extremities	Other toe at distal joint
0058	Great Toe	Lower Extremities	
058A	Great Toe	Lower Extremities	The loss of a great toe with the metatarsal bone thereof
058B	Great Toe	Lower Extremities	The loss of a great toe at the proximal joint
058C	Great Toe	Lower Extremities	The loss of a great toe at the second or distal joint
0091	Body System(s)	Multiple Body Parts	Body Systems and Multiple Body Systems
0064	Artificial appliance	Multiple Body Parts	Braces, etc.
0065	Insufficient info to properly identify - unclassified	Multiple Body Parts	Insufficient information to identify part affected
0066	No physical injury	Multiple Body Parts	Includes mental disorder
0083	COVID-19		
0090	Multiple body parts (including body systems and body parts)	Multiple Body Parts	Applies when more than one major body part has been affected, such as an arm and a leg and multiple internal organs

0099	Whole Body	Multiple Body Parts	Whole body
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CLAIMS INDEXING (D-38)

CLAIMS AND REGULATORY DATA SYSTEM

WORKERS' COMPENSATION



<https://CARDS.nv.gov>

Email us at:
INDEXING@dir.nv.gov

PUBLISHED BY:
STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
WORKERS' COMPENSATION SECTION

*This pamphlet is provided to inform stakeholders of
some significant points concerning workers'
compensation insurance in Nevada.*

RULES FOR CLAIMS INDEXING

Claim Number* – must contain letters and numbers only. The claim number search is an exact match. For claim number changes the insurer/TPA is required to notify WCS to convert claim numbers prior to any updates.

Claim Type* – Medical only or Lost Time.

**NOTES: Use Medical Only for denied claims.

INJURED EMPLOYEE INFORMATION

First Name*

M.I.

Last Name*

Gender*

Date of Birth*

Zip Code*

Undocumented Injured Employee* - For use only for undocumented workers. (Not available in flat file option.)

Injured Employee SSN*

CLAIM INFORMATION

Date of Injury/Date of Disablement* - Use date of injury for NRS 616 claims and date of disablement for NRS 617 claim

Date C4 Received by Insurer/Claims Admin* - Must be on or after Date of Injury.

Date Accepted/Denied* - Must be on or after Date C4 Received.

Accepted* - yes/no. Accepted claims must have at least one accepted body part.

Type of Loss* - NRS 616- Traumatic Injury, NRS 617 – Occupational Disease, Cumulative Injury (Other than Disease).

Catastrophic – yes/no. refer to NRS 616A.077

Nature of Injury* - see addendum 2 in Indexing Manual

Cause of Injury* - see addendum 3 in Indexing Manual

Permanent Impairment Percentage – whole body

Death Date – Only if the injured worker is deceased otherwise leave blank (Death Result of Injury will also be required.)

Death Result of Injury – leave blank unless Death Date is completed. (Required with Death Date)

Benefit Type – see addendum 4 in Indexing Manual

Benefit period start date

Benefit period through date - For Lump Sum Payout use the same date as start date.

RELATED ENTITIES

EMPLOYER

Employer Name*

Employer FEIN* - Employers is matched on FEIN.

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Phone*

INSURER* - Populated based on chosen insurer.

TPA – Only Linked TPAs will be listed.

CLAIM CLOSED/REOPENED

Date Closed - *Required with NRS Close Code and Total Cost at Closure

NRS Close Code – NRS 616C.235 (1) or (2) Claim amounts over \$800 must use section (1)

*Required with Date Closed and Total Cost at Closure

Total Cost at Closure – per NAC 616B.707

*Required with Date Closed and NRS Close Code.

Claim closures will not be accepted on DENIED claims. Accepted claims cannot have a \$0 cost.

Reopen Effective Date

Reopen Request Date - *Required with Reopen Effective Date.

Reopen Decision Date - *Required with Reopen Effective Date.

Reopen Decision - *Required with Reopen Effective Date.

PRIVATE CARRIER INFORMATION* (private carriers only)

Policy Effective Date*

Policy Expiration Date*

Policy Number* - must contain only letters and numbers. Policy information must match what is reported to NCCI. Submitters can verify policy information at <https://www.ewccv.com/cvs>

INJURY INFORMATION

Body Part* - See addendum 5 in Indexing manual

REJECTED CLAIMS

The external user cannot change the CLAIM NUMBER, EMPLOYER, INSURER, or POLICY NUMBER fields. If they do not match, the claim will be rejected.

CARDS

Claims and Regulatory Data System

All claims are required to be reported to WCS pursuant to NRS 616B.018. WCS offers 2 methods for insurers to comply with this requirement.

CLAIMS INDEXING REPORTING METHODS

FLAT FILE

Insurers/TPAs are welcome to develop and use the flat file format at any time. Once your Flat File development is complete, WCS will test the file to ensure it is working correctly. Once the file passes testing you will be provided with login information and instructions to our FTP site.

WEB PORTAL

The CARDS portal launched April 2017. Insurers/TPAs using the portal have seen an increase in accepted claims indexing submissions from 20% to over 90%. Indexing rules built into the system allow users to submit and update claims with ease and accuracy. Insurers/TPAs also maintain their contacts and user permissions in CARDS and can obtain useful reports based on claims information submitted.

REPORTING TRIGGERS

INITIAL REPORTS:

Within 30 days of:

- ⇒ Claim Determination (Acceptance or Denial of Claim)

UPDATES:

Within 30 days of any of the following:

- ⇒ Benefit Start Date, End Date or Type Change (TTD, TPD, PPD, Rehab, PTD)
- ⇒ Change in claim determination (Denial to Acceptance or vice versa)
- ⇒ Claim Type change (Med Only to Lost Time/Indemnity)
- ⇒ Change to/from catastrophic claim status
- ⇒ PPD rating and award acceptance or ordered with appeals exhausted
- ⇒ Claim reopening
- ⇒ Injured employee death
- ⇒ Any correction to or update of the Injured Employee's information including name, gender, birthdate, SSN, employer, etc.
- ⇒ Any correction to or update of the claim information including claim number, date of injury, nature of injury, cause of injury, type of loss, body parts involved, etc.
- ⇒ Claim closure

**DIRECT CLAIMS INDEXING
QUESTIONS TO:
INDEXING@dir.nv.gov**

CARDS

Claims and Regulatory Data System

CLAIMS INDEXING STATUTORY BACKGROUND

NRS 616B.018 requires the Administrator of the Division of Industrial Relations to "...establish a method of indexing claims for compensation that will make information concerning the claimants of an insurer available to other insurers and the Fraud Control Unit for Industrial Insurance established pursuant to [NRS 228.420](#)."

Additionally, NRS 612.265(10) requires DIR to periodically submit to the Nevada Department of Employment, Training and Rehabilitation (DETR) a list containing the name of each person who received workers' compensation benefits from the information in the index of claims established pursuant to NRS 616B.018.

IMPORTANT REMINDER:

**REQUESTS FOR RATING
PHYSICIANS (D-35) CANNOT BE
PROCESSED UNLESS THE CLAIM
HAS BEEN INDEXED IN CARDS.**



Workers' Compensation

EMAIL ENROLLMENT REQUEST

The email enrollment form below allows you to sign up for email notification of the latest quarterly newsletter releases, upcoming trainings, and regulation changes, along with regulation hearings and workshops you can attend.

In addition, you may use this form to change your current contact information or be removed from our email database.

☐ **NEW SUBSCRIBER**

☐ **UPDATE**

☐ **REMOVAL REQUEST**

PLEASE TYPE OR PRINT CLEARLY

Business Name:

Contact Name (First & Last):

Email Address:

CHECK THE **ONE** CATEGORY, WHICH BEST DESCRIBES YOUR BUSINESS

☐ **Medical**

☐ **Third-party
Administrator**

☐ **General –
Employee/Employer**

☐ **Vocational
Rehabilitation**

☐ **Association**

☐ **Self-Insured**

☐ **Private Carrier**

☐ **Legal**

**PLEASE FILL OUT THE FORM ON THE WCS WEBSITE OR
EMAIL, MAIL OR FAX THIS COMPLETED FORM TO:**

Workers' Compensation Section (WCS)

Attn: Education Research & Analysis Unit
3360 W. Sahara Ave., Suite 250
Las Vegas, Nevada 89102

Fax: (702) 486-8712 ATTN: Krissi

Email: klowry@dir.nv.gov

<https://hal.nv.gov/form/DIRnvgov/>

[EMAIL ENROLLMENT REQUEST](#)



NEVADA WORKERS' COMPENSATION CHRONICLE

Department of Business & Industry
A Publication of the Workers' Compensation Section

Division of Industrial Relations Spring Edition
(Spring Edition March 2021 - May 2021)

This newsletter is not intended to provide legal advice to the reader. Legal opinions or interpretations of statutes and regulations referenced should be sought from legal professionals.

Understanding Current COVID-19 Capacity Restrictions

On February 14, Governor Sisolak issued Declaration of Emergency Directive 037 in response to the observed downward trend of confirmed COVID positivity and hospitalization since mid-January. This newest Directive increased the allowable capacity on many industries throughout the state in a two-step process with the first step occurring on February 15 and the second on March 15, 2021. It is important to note that any restrictions not specifically addressed in Directive 037 stand as they have been previously stated.

Beginning February 15th, body art and piercing businesses may reopen to the public with a few limitations and restrictions in place. It is recommended that workstations be separated with partitions or walls but in lieu of a partition, clients must be separated by at least 6 feet with only one client per workstation allowed. Clients awaiting appointments must remain outside of the facility and maintain social distancing.

Limited self-service food and drinks inside retail or grocery stores may resume with disposable utensils being used when possible and limited persons at the self-serve stations. It is recommended that hand sanitizer be provided for customers with signage reminding customers to utilize sanitizer frequently.

Nevadans may now enjoy public gatherings at community recreation events, fitness facilities, and gaming properties up to 35% of occupancy. This increase includes recreation activities, gyms, and similar activities. Bars, restaurants, and similar establishments may allow 35% occupancy for indoor seating as long as booths or tables are separated by 6 feet, parties are no larger than 6 persons, and all food and drink is served at the tableside. There are no capacity restrictions on outdoor dining as long as all other restrictions are maintained. Public gatherings at parks, sporting fields or courts, movie theaters, convention centers, libraries, and private clubs is limited to 35% or 100 people whichever is less. Community libraries, museums, art galleries, aquariums, and zoos may increase to 50% occupancy although any hands-on or interactive exhibits must remain closed. Houses of worship may increase their in-person services to 50% occupancy with social distancing and face covering requirements. The Governor recommends staggered, online, or drive-up services where possible.

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Mileage Reimbursement Rate Effective January 1, 2021



Effective **January 1, 2021**, the standard mileage reimbursement rate for transportation costs incurred while using a private vehicle while traveling on official State business has decreased from **57.5 cents per mile** to **56 cents per mile**.

Per [NAC 616C.150](#), reimbursement for the cost of transportation for an injured employee, under appropriate conditions, must be computed at a rate equal to the mileage allowance for State employees.

Please advise all adjusters as soon as possible to minimize any payment errors.

Please see the [2021 Mileage Reimbursement Change Memorandum](#) announcing the rate change on the WCS website.

Inside this issue:

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Understanding Current COVID-19 Capacity Restrictions

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Families and friends can plan and enjoy private gatherings, as long as the number of people gathered not of the same household does not to exceed 10 people for indoor gatherings and 25 people for outdoor gatherings. This number does not include people of the same household, persons experiencing homelessness, or organizations providing shelter. Social distancing and face coverings should be observed even during private gatherings.

On March 15th, the occupancy limits for gaming properties, community limits recreation events, fitness facilities, and bar and restaurant services will increase to 50%. Public gathering limits will also increase to 50% with a cap of 250 people in total.

Directive 037 allows for persons to host or attend large public gatherings upon approval of a “Large Gathering Plan” by local and state authorities. Beginning March 15th, venues with fixed seating capacity of 2,500 or more may be allowed public attendance at live events provided no more than 20% of seating capacity is filled, and general admission or “standing room only” is prohibited. Social distancing must be followed for persons of different parties and maximum of 6 persons may be seated together in one party. Staff members must provide services to only one section throughout the event with each section meeting the public gathering requirement of 250 persons. Large public gatherings without fixed seating are restricted to 250 persons or 50% of occupancy. Live performances require a minimum of 6 to 12 feet (per Directive 040) between the artist and the audience. Events other than live entertainment are not required to provide seating but must maintain social distancing.

Jana Morales, Safety Specialist, SCATS

SAFETY CONSULTATION & TRAINING SECTION THE VALUE OF WORKPLACE SAFETY

SCATS Services

- Provide assistance in developing written safety programs
- Answer workplace safety questions
- Safety training for management, supervisors, and employees
- Video lending library
- Perform on-site workplace safety assessments
- Perform industrial hygiene services
- Safety and Health Practitioner Program



WCS MISSION STATEMENT

The purpose of the Workers' Compensation Section is to impartially serve the interests of Nevada employers and employees by providing assistance, information, and a fair and consistent regulatory structure focused on:

- Ensuring the timely and accurate delivery of workers' compensation benefits.
- Ensuring employer compliance with the mandatory coverage provisions.

Deadline to Request COLA Reimbursement Drawing Near

The deadline for submitting Requests for Reimbursement for costs associated with COLAs paid in calendar year 2020 for eligible claims is March 31, 2021. Requests for reimbursement will only be processed for claims whose AMW/Rate have been verified by WCS. See the “[COLA Info – PTD and Survivors’ Benefits \(Death\) Claims](#)” page on the WCS website for Forms and Instructions for *AMW/Rate Verifications* and *Requests for Reimbursement*.

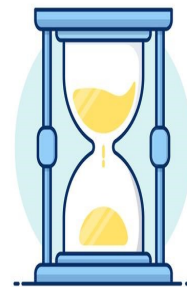
The web page includes information on the 4-step COLA reimbursement process:

- 1) AMW/Rate Verification (One-time)
- 2) Request for Reimbursement (Annual)
- 3) Special COLA Assessment (Annual)
- 4) Reimbursement to Insurers (Annual)

And other resources, including:

- ◇ AMW/Rate Verification Instructions and Forms
- ◇ Request for Reimbursement Instructions and Form
- ◇ FAQs
- ◇ AB 370 and SB 377 (2019) and codified statutes
- ◇ Training material

Direct inquiries to COLAS@dir.nv.gov.



Attention Insurer & TPA D-38 Claim Indexing Submitters

Do you submit a high volume of D-38s? Would you like to avoid manually entering D-38s into the CARDS web portal? Maybe the Flat File Process is right for you!!

All Workers’ Compensation claims are required to be reported to Workers’ Compensation Section pursuant to NRS 616B.018. Once a D-38 Form (Injured Worker Index System Claims Registration Document) is submitted and WCS staff processes it, the information is placed in a data warehouse for access by CARDS. Required updates for stakeholders are accomplished by retrieving the claim in the system and entering new/updated information. Currently, the vast majority of initial submissions of D-38s by insurers and TPAs are completed via D-38 form in the CARDS web portal. A flat file submission option is also available, but not widely used.

A flat file consists of a single file of data records, stored in plain text format that can be imported into a database or data warehouse. It allows required claim information to be submitted timely and efficiently. It is safe and secure and helps to eliminate manual data entry. How does it work? Your IT department creates a process to download information from your internal computer system and format it according to our requirements. Then the file is submitted to DIR’s secure FTP site. WCS Indexing staff will then upload the file into the CARDS system. The files may be submitted daily, weekly or monthly.

Insurers/TPAs are welcome to develop and use the flat file format at any time. Once your Flat File development is complete, WCS will test the file to ensure it is working correctly. Then you will be provided with login information and instructions for Flat File submission. Although we have stressed the benefits of Flat File input, industry response has been slow and mainly associated with large entities which have the IT and system resources to participate. The flat file process automates submission and eliminates the manpower requirements of CARDS D-38 input.

Questions regarding submitting claims data using the Flat File format should be directed to CARDS Claims Indexing Coordinator, Patricia Barchus, at indexing@dir.nv.gov or by calling 702-486-9091.

2021 Medical Unit Updates: Nevada Medical Fee Schedule and *Relative Values for Physicians*

The 2021 Nevada Medical Fee Schedule (NMFS) is posted on the Division of Industrial Relations (DIR) Workers' Compensation Section (WCS) website at https://dir.nv.gov/WCS/Medical_Providers/. There are no significant changes to this year's NMFS due to the pandemic. As usual, reimbursement levels have been revised according to the Consumer Price Index for 2020 as required in NRS 616C.260(2).



There is another significant change that stakeholders should be made aware of, although not to the NMFS itself. The most recent edition of the *Relative Values for Physicians* (RVP) is a required resource for medical billing and reimbursement concerning Nevada workers' compensation according to NAC 616C.145(1). Previously, the RVP has been published by Optum 360⁰. However, the 2021 edition is available online only via subscription. Unfortunately, the narratives included in previous editions of the RVP were excluded from the 2021 edition. The narratives included in the 2020 edition of the RVP will continue to be in effect in 2021 until further notice. For further information, including subscription questions, stakeholders must contact Optum 360⁰ at optum360coding.com.

Katherine Godwin, RN, BSN, Chief Medical Unit, WCS

COVID-19 WORKERS' COMP CLAIMS

In response to COVID-19, new codes were added to the acceptable codes for reporting D-38 Claims Indexing data to allow WCS to better track claims relating to the virus. The new codes - Nature of Injury: 83 COVID-19 and Cause of Injury: 83 – Pandemic – were added in March 2020 and may be used for reporting applicable claims December 2019 or later. The codes correspond to those adopted by the Workers' Compensation Insurance Organizations (WCIO) and are used by the International Association of Industrial Accidents Boards and Commissions (IAIABC). By adopting these codes for D-38 Claims Indexing reporting, Nevada may be able to, over time, compare COVID-19 claim data with other states that use the IAIABC standard.

Nevada claims processed in CARDS that include one or both COVID-19 identifiers, through February 28, 2021:

COVID-19/Pandemic Claims	Count	Percent
Filed/Processed in CARDS	1447	
Accepted	515	36%
Denied	932	64%

Ruth Ryan, Research & Analysis Unit Manager, WCS

January COLA Increase Reminder

Insurers and TPAs: Injured employees receiving Permanent Total Disability (PTD) benefits and dependents receiving Survivor's benefits should have received a 2.3% increase in their monthly benefit rate in January 2021 pursuant to NRS 616C.473 and NRS 616C.508.

CARDS Corner

BASIC TIPS ON TPA ACCESS: INSURER CONTROL

This issue of CARDS Corner covers some of the basics of TPA access in CARDS, based on some of the most frequently asked questions we receive from TPA and insurer users. The main point to remember is that ***insurers solely control the access that TPAs have in CARDS on their behalf (neither WCS nor TPAs have the ability to give TPAs access to insurer claims).***

Insurers Must Link Their TPAs. For an insurer and TPA to be associated in CARDS, the insurer must list the TPA in the “Related TPAs” section on its Insurer Information Form, and then submit the Form to be processed by WCS. Once WCS staff processes the Form, the relationship will show up on the homepage of both the insurer’s and the TPA’s CARDS accounts. *Note: Linking a TPA and insurer does not automatically give the TPA access to the insurer’s claims, but it is the first step.*

Insurer Controls TPA Access to D-38 Claim Submissions. TPAs are only able to create and administer claims on an insurer’s behalf if the insurer has given the TPA “Global Access” in CARDS. Without Global Access, a TPA cannot view or perform any claims related functions for the insurer in CARDS. To give a TPA Global Access:

Remember – Global Access permissions can only be given to TPAs that are linked to the insurer, as described above.

Only insurer-users with CARDS Admin privileges can assign Global Access.

An insurer Admin user must log in to their CARDS account and click the “User Access” tab in the “Forms and Tools” drop-down on their homepage, then locate the TPA to be given Global Access and click the “Edit” button at the end of the row; when the “Update Global TPA Access” pop-up appears, click to check the box labeled “D-38 Claims Indexing Form”.

Insurer Must Keep Effective and Expiration Dates Updated. Effective and Expiration Dates for insurer/TPA relationships can be viewed in the “Associated Insurers” or “Associated TPAs” section on your CARDS account homepage. Entering an Effective Date for the relationship is required; however the Expiration Date may be entered or left blank. If an insurer has set the Expiration Dates for any of its linked TPAs, the insurer must be diligent in updating them any time an insurer/TPA relationship continues beyond the set Expiration Date, because *the TPA loses access to all insurer claims administration and data once expired (even if the TPA has Global Access).* Update Effective and Expiration Dates in the “Related TPAs” section of the Insurer Information Form. The changes will be reflected on the insurer’s and TPA’s CARDS accounts once the Form is submitted and processed by WCS staff.

Hayley D. Weedn, Business Process Analyst, WCS

2020 Occupational Disease Claims Report

The calendar year [2020 Occupational Disease Claim Report](#) is now available on the WCS website. The report compiles data reported by insurers to WCS as required by NRS 617.357 relating to claims for heart, lung, cancer, and certain contagious diseases filed by policeman, fireman, emergency medical attendants and arson investigators.

DIR/WCS has been collecting data reported by insurers pursuant to NRS 617.357 since 2001. Reports for calendar years 2014 through 2019 can be found on the [Insurer-TPA Reporting](#) page on the WCS web site. Reports for years prior to 2014 are available upon request to wcsra@dir.nv.gov.

Ruth Ryan, Research & Analysis Unit Manager, WCS

Reporting Reminders

Insurers and TPAs are required to submit certain reports in the *Claims and Regulatory Data System (CARDS)* web portal and other reports outside of the portal, via email or to NCCI, our proof of coverage data collection vendor. Be sure to visit our [Insurer-TPA Reporting](#) page on the WCS website for more information on these and other reporting topics.

REPORTING IN CARDS:

- ✓ **Insurer Information Form:** One of the most important functions of the *Insurer Information Form* is for insurers to notify WCS of the insurer's contracted TPA(s) by "linking" them in CARDS using this web form. Linking not only satisfies the requirement for insurers to notify DIR of their TPA relationships, it also allows insurers to grant permission to their linked TPA(s) to submit required claims data (D-38s) on their behalf. Insurers must also use this form to notify WCS of any changes in insurer regulatory contact information (name, address, email, phone and fax numbers, etc.) for corporate, compliance, state reporting and other functions. In July 2020, the WC Safety Fund Assessment contact information was added as a newly required block on the *Insurer Information Form*.

Insurer Information Forms are required to be submitted via our CARDS web portal annually and within 30 days of any changes. For information on how to submit the *Insurer Information Form*, see the [Quick Steps](#) guide on our website on the [Insurer-TPA Reporting](#) page.

- ✓ **TPA Information Form:** TPAs must also notify WCS of any changes in contact information within 30 days by submitting the *TPA Information Form* via the CARDS web portal.
- ✓ **D-38 Injured Worker Index System Claims Registration Document:** Required for all claims, accepted and denied, within 30 days of determination and updated during the life of the claim.
- ✓ For information on CARDS, please visit the [CARDS Information Page](#) on our website.

NON-CARDS REPORTING:

- ✓ **Coming Soon:** The *FY20 WCS Workers' Compensation Claims Activity Report* pursuant to NRS 616B.009 and NAC 616B.016. WCS has not requested this report yet and the forms and instructions are not yet available. Links to the blank form and instructions will be updated on our website at [Insurer-TPA Reporting](#) and an email notifying insurers and TPAs of the request and due date will be coming soon.
- ✓ A **D-35 Request for a Rotating Physician or Chiropractor** must be submitted to WCS prior to any PPD impairment evaluation being scheduled with a rater. Before WCS can process a D-35, the claim must be reported to the Claims Index System. If the claim has not been reported, the insurer or TPA must submit the **D-38 Injured Worker Index System Claims Registration Document** via the CARDS web portal or by submitting the fillable form found on our website.
- ✓ **(OD-8) Occupational Disease Claim Report(s) (NRS 617.357)** is an ongoing reporting requirement. Claims filed relating to heart, lung, cancer, and certain contagious diseases filed by policeman, fireman, emergency medical attendants and arson investigators are required to be reported within 30 days of acceptance or denial and updated throughout the life of the claim. **Please remember to report updates to reportable claims such as appeals and decision information, estimated claim costs, claim closure and reopening information. Claims for COVID-19 are not reportable under NRS 617.357.**
- ✓ **Proof of Coverage (POC):** Private carriers must also report information to NCCI within 15 days of the effective date of the issuance, renewal, cancellation, nonrenewal, reinstatement or reissuance of a policy of workers' compensation insurance. Private carriers are reminded that nonrenewal transactions are required to be reported, even though Nevada is not a continuous coverage state. See NCCI Circular [FYI-POC-NV-2019-01](#) on our website for more information.

Information on reporting requirements and forms can be found on the [WCS website](#) under "Insurer and TPA Reporting" or go directly to our page at [Insurer-TPA Reporting](#). Contact the WCS Research and Analysis Unit by phone at (702) 486-9080 or by email at wcsra@dir.nv.gov if we can be of any assistance.

2021 Training Sessions

The following classes will be offered online via **Webex**

C-4 Forms: Health Care Provider (HCP) Responsibilities and Coverage Verification
April 7, 2021 at 9:00 am

Medical Billing
April 7, 2021 at 1:30 pm

Basic Orientation
April 13, 2021 at 9:00 am

Basic Orientation
April 13, 2021 at 1:00 pm

To register for classes click on the session above

Or email
klowry@dir.nv.gov



CONTACT WCS

Department of Business
and Industry
Division of Industrial Relations
Workers' Compensation Section

SOUTHERN NEVADA
(702) 486-9080 / Fax: (702) 486-8712

NORTHERN NEVADA
(775) 684-7270 / Fax: (775) 687-6305

<http://dir.nv.gov/WCS/Home/>

WCSHelp@dir.nv.gov

Direct comments or suggestions
about this newsletter to:

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Workers' Compensation is pleased to welcome **Valerie Hall**, RN to the WCS Medical Unit. Valerie will be based in the Las Vegas office where she recently transferred from the Division of Health Care Financing and Policy, Care Coordination Unit. She is a Registered Nurse who also holds a BS in Business Administration/Accounting from California State Polytechnic University and an MBA with an emphasis in Healthcare Management from Western Governors University. Valerie is a welcome addition to the Medical Unit in LV. In her spare time, she enjoys gardening. Welcome, Valerie!



Please welcome **Mallory Otto** to Workers' Compensation Section as the new Administrative Assistant III in the Carson City Claims Indexing Unit. Mallory has worked with the State of Nevada since August of 2017 with the Department of Taxation as an Administrative Assistant I, then promoted and moved to Division of Public and Behavioral Health as an Administrative Assistant II. When not at work, she enjoys hunting, fishing, finding natural hot springs, and doing outdoor activities with family and friends.

Welcome **Barbara Foster** to Workers' Compensation Section as the new Compliance/Audit Investigator III in the Benefit Penalty unit. She is a dedicated Workers' Compensation professional, who has been working for insurance companies, third party administrators, insurance agents and employers for over 25 years. She comes to the Division of Industrial Relations, Workers' Compensation Unit most recently from the Department of Transportation, where she managed the workers' compensation program.

Barbara has also worked with facilitation of Drug and Alcohol programs and is certified in Office Ergonomics.



WCS remains closed to the public and will observe this holiday

Memorial Day
Monday, May 31, 2021

Questions about Workers' Compensation?
Click Here!



WCSHelp@dir.nv.gov

CARDS
Claims and Regulatory Data System

<<Click here to login or register>>